

 BOND UNIVERSITY	FITNESS TO STUDY PROCEDURE
Endorsing Policy	Support for Students Policy
Procedure Owner	University Registrar
Contact Officer	Director, Student Success & Wellbeing
Approval Authority	University Registrar
Date of Next Review	17 June 2028

1. PURPOSE AND OBJECTIVES

This Procedure details Bond University's approach to identification, investigation and redress of [Fitness to Study Concerns](#) which may impact a student's enrolment at Bond University, including their participation in any [Work Integrated Learning](#) activities. It also outlines the processes for determination and appeal of outcomes in Fitness to Study cases.

2. AUDIENCE AND APPLICATION

All Bond University and Bond University College staff and students, including Higher Degree by Research (HDR) students.

3. ROLES AND RESPONSIBILITIES

Role	Responsibility
University Registrar	<ul style="list-style-type: none"> ▪ Making determinations in Fitness to Study cases in consultation with the relevant Executive Dean or Head of University Academic Unit (UAU)
Executive Dean of Faculty or Head of University Academic Unit (UAU)	<ul style="list-style-type: none"> ▪ Responding to Fitness to Study Concerns referred to the Faculty/UAU by the Director, Student Success & Wellbeing ▪ Making determinations in Fitness to Study cases in consultation with the University Registrar ▪ Determining whether a student can be re-enrolled at the end of a period of Required Leave
Faculty/UAU SASQ Team	<ul style="list-style-type: none"> ▪ Escalating concerns about a student's health, wellbeing or conduct when warranted ▪ Assisting the Executive Dean or Head of UAU in dealing with Fitness to Study Concerns
Director, Student Success & Wellbeing	<ul style="list-style-type: none"> ▪ Providing advice to students, Faculties/UAUs, and Central Student Support Services staff in relation to Fitness to Study Concerns ▪ Ensuring support is offered to students who are facing Fitness to Study Concerns ▪ Referring Fitness to Study Concerns to the relevant Executive Dean or Head of UAU
Central Student Support Services Staff	<ul style="list-style-type: none"> ▪ Escalating concerns about a student's health, wellbeing or conduct when warranted
Students	<ul style="list-style-type: none"> ▪ Familiarising themselves with Bond's Inherent Requirements and those specific to their program where relevant ▪ Ensuring relevant information regarding their physical and/or mental health and wellbeing which may impact their Fitness to Study is disclosed and up to date ▪ Seeking support through appropriate channels as needed and engaging with information, supports and formal discussions designed to respond to wellbeing, behavioural, or academic concerns

4. PROCEDURE STATEMENT

4.1 Bond University Responsibilities

In alignment with the [Support for Students Policy](#), Bond University promotes strategies for proactive, early intervention and active collaboration between students and staff to provide students with the best opportunity to complete their studies. To this end, the University maintains processes for monitoring of students, considering issues such as:

- Concerning presentations in relation to health, wellbeing, changing or high-risk behaviours;
- Potential of presentations to impact on academic engagement, capability, or progression;
- Uncharacteristic changes in attendance or engagement; and/or
- Concerns regarding the provision of reasonable accommodations or adjustments in accordance with the student's approved [Learning Access Plan](#).

The University recognises that there may be instances when aspects of a student's health, wellbeing and/or behaviours raise Fitness to Study Concerns. These concerns will be managed in accordance with this Procedure.

Note: In the context of professionally accredited programs of study containing compulsory clinical and/or professional experience components, concerns about a student's conduct, compliance, performance, and/or capacity, relative to the standards expected in the corresponding profession, will be managed in accordance with the [Fitness to Practice Procedure](#).

4.2 Student Responsibilities

Students are expected to:

- familiarise themselves with Bond's [Inherent Requirements](#) and those specific to their program where relevant;
- contact the University's [Accessibility & Inclusion Advisor](#) to disclose any concerns regarding capacity to meet Inherent Requirements and ascertain whether these may be managed through reasonable accommodations and adjustments;
- consider carefully their choice of subjects;
- seek and follow advice from Central Student Support Services staff and their Faculty/UAU SASQ Team if experiencing any difficulties in coping with study; and
- seek relevant support or professional assistance when a physical or mental health issue is having, or is likely to have, an impact on their academic progress.

4.3 Identification of Students of Concern

Any person who reasonably believes that concerns relating to a student's health, wellbeing and/or behaviours may warrant escalation under this Procedure should submit a BondCare referral or other written notification to the Director, Student Success & Wellbeing in the first instance for evaluation of the student's presentation, symptoms, actions or pattern of behaviour, and review of historical supports and further support options.

The Director, Student Success & Wellbeing may resolve that the concerns will be managed in accordance with the Support for Students Policy.

If the Director, Student Success & Wellbeing is concerned about the student's Fitness to Study, the matter will be referred to the Executive Dean/Head of UAU (or delegate), together with the following information:

- Details of the concern;
- Any actions taken to resolve the concern including whether those actions have been successful; and
- Student engagement with support services to date (internal or external).

Bond University staff members should refer and adhere to the [Welfare Arrangements for Students Under the Age of 18 Policy and Procedure](#) and the [Student Critical Incident Management Policy](#) where appropriate.

4.4 Preliminary Assessment

The Executive Dean/Head of UAU, together with the Faculty/UAU SASQ Team, will consider whether there is sufficient cause to investigate the student's Fitness to Study. This assessment may involve seeking information or advice from other sources such as the University Registrar, Student Business Services, Office of Integrity, Academic Secretariat, Director, Campus Life, and Faculty/UAU staff.

The Executive Dean/Head of UAU will then decide whether to dismiss the concerns or acknowledge that the concerns require further investigation and proceed to notify the student.

If necessary, an [Executive Suspension](#) order against the student can be sought at any stage of the process. Refer to clause 4.10.

4.5 Notification to Student

If the concerns are to be investigated further, the Executive Dean/Head of UAU (or delegate) will notify the student in writing that concerns have been raised about their Fitness to Study.

The notification to the student will:

- Outline the nature of the concerns raised.
- Explain the process for investigating Fitness to Study Concerns and include a copy of this Procedure.
- With reasonable notification (normally at least five business days) invite the student to attend a clarification meeting with relevant Faculty/UAU staff, including the option to be accompanied by a support person (not acting as a legal counsel or solicitor), and advise the student that the meeting will proceed whether or not they attend.
- Recommend engagement with Central Student Support Services or external qualified support.

- Inform the student of their option to take a [Leave of Absence](#) and provide details of the process for this.
- Inform the student of their option to withdraw from the program and provide details of the process for this.
- Invite the student to provide written submissions and supporting documentation (including medical and/or psychological evidence from an [AHPRA](#)-registered practitioner, who is not a relative or close associate) to evidence their Fitness to Study.

The notification to the student will be copied to the University Registrar.

4.6 Clarification Meeting

The Faculty/UAU will be represented, at a minimum, by the ADSASQ or Head of Program (or other senior staff member), and SASQ Team.

During the meeting:

- The option for the student to take a Leave of Absence or voluntarily withdraw from, or change, their program of study may be discussed. Where a Leave of Absence is taken up by the student, advice should be provided that any [Notice of Redress](#) requirements will be addressed upon the student's return to study.
- If the Faculty/UAU considers that:
 - the student requires additional personal supports, the SASQ Team will refer the student for appropriate intervention in accordance with the Support for Students Policy, including applying through BondAbility for reasonable adjustments and/or accommodations.
 - a Notice of Redress is appropriate for the student, the Executive Dean/Head of UAU (or delegate) may resolve to issue this to the student. The Faculty/UAU SASQ Team will monitor the student's compliance with the requirements of the Notice of Redress within the allocated time frame.
 - the matter would be more appropriately managed under the [Student Code of Conduct Policy](#), the matter will be referred to the University Registrar to be dealt with under the [Student General Misconduct Procedure](#) and the student will be notified of this in writing.
 - an independent health assessment of the student is required, this may be requested pursuant to clause 4.6.1.
 - a period of [Required Leave](#) or cancellation of enrolment may be appropriate for the student, the matter will be referred for determination by the Executive Dean/Head of UAU and University Registrar under clause 4.7 and the student notified in writing accordingly.

Following the meeting, a written summary of the points discussed during the meeting will be provided to the student, who must be given a reasonable opportunity (normally at least five business days) to provide a written response.

After considering the student's response, the Faculty/UAU will either commit to the course of action outlined in the written summary of the meeting or pursue another path based on the options listed above which may involve referral of the matter for determination by the Executive Dean/Head of UAU and University Registrar under clause 4.7 where this was not proposed previously. The intentions of the Faculty/UAU will be confirmed to the student in writing.

Failure by the student to:

- fulfil the requirements of a Notice of Redress within the allocated time frame; or
- engage in the process of addressing Fitness to Study Concerns;

will result in referral of the matter for determination by the Executive Dean/Head of UAU and University Registrar under clause 4.7.

4.6.1 Independent Health Assessment

Should the Faculty/UAU consider that an independent health assessment of the student is required, the student may be requested to undergo a specified medical or psychological examination by an independent AHPRA-registered health professional who meets the University's specialisation and/or qualification requirements and is not a near relative or close associate of the student.

In requesting the student to undertake an independent health assessment, the Faculty/UAU must be satisfied that the request can be reasonably achieved by the student in a timely manner. Unless the student has been advised otherwise, they may continue with their studies during this period.

A copy of the independent health assessment will be made available to the University and shared with the student.

Failure by a student to undergo an independent health assessment requested by the Faculty/UAU will be taken to substantiate the Fitness to Study Concerns and will result in referral of the matter for determination by the Executive Dean/Head of UAU and University Registrar under clause 4.7.

4.7 Determination by Executive Dean /Head of UAU and University Registrar

Where a Fitness to Study matter has been referred for determination in accordance with this clause, the Executive Dean/Head of UAU and University Registrar will convene to determine the outcome for the student after considering the evidentiary materials in the matter, including written submissions from the student prior to and after the Clarification Meeting with the Faculty/UAU.

The following determinations may be made. Notice of the outcome will be provided to the student in writing by the University Registrar, copied to the Executive Dean/Head of UAU.

4.7.1 Dismissal

Dismissal of the matter with no further action.

4.7.2 Remedial Action Directive

Directive for the student to undertake specified remedial action, with the Faculty/UAU SASQ Team to manage the due dates for compliance.

Failure to comply with a directive for remedial action will result in a new assessment of the student's Fitness to Study in accordance with this Procedure commencing from the point of referral to the Executive Dean/Head of UAU and University Registrar.

4.7.3 Required Leave

Placing the student on Required Leave for a period not exceeding 12 months. This will be implemented immediately, unless the Executive Dean/Head of UAU and University Registrar direct that implementation of the order be deferred.

Placing a student on Required Leave does not preclude the possibility that circumstances leading to Required Leave may also be subject to action concurrently or later under other University policies should this be warranted.

Completing a period of Required Leave does not guarantee a right to return to study. Supporting evidence demonstrating current Fitness to Study (including but not limited to safety and treatment plans, letters of support from treating specialists, or other documents) will be requested by the Executive Dean/Head of UAU in considering whether approval to re-enrol will be granted or whether the student's Fitness to Study requires a new assessment in accordance with this Procedure commencing from the point of referral to the Executive Dean/Head of UAU and University Registrar.

4.7.4 Cancellation of Enrolment

The student will have their enrolment cancelled and will be withdrawn from their program of study where the Executive Dean/Head of UAU and University Registrar reasonably believe that:

- the student is not suitable to continue in the program due to irremediable Fitness to Study Concerns;
- the presence of the student at the University poses substantial risk of injury or danger to a person or is detrimental to the wellbeing of the student or other members of the [Bond Community](#);
- the reputation of the University is at risk.

A student who fails to remedy the situation after receiving a Notice of Redress or Remedial Action Directive may also have their enrolment cancelled.

Cancellation of enrolment, including notification to the student, will be actioned by the University Registrar and implemented immediately, unless the University Registrar, in consultation with the Executive Dean/Head of UAU, directs that implementation of the order be deferred.

There is no opportunity to apply for readmission to the program following cancellation of enrolment.

4.8 Right of Appeal

Students may appeal determinations under clause 4.7 in accordance with the [Student Grievance Management Policy](#) and [Student Review and Appeals Procedure](#).

4.9 Support for Students

It is recognised that students facing Fitness to Study Concerns may require personal support. Bond University offers advice and support tailored to individual student needs. Students are encouraged to contact the Student Success Advisors for assistance in identifying the advice and support required. A comprehensive list of available services can be accessed [here](#).

A student may seek the assistance of the Student Advocacy services provided by the Bond University Student Association (BUSA) to navigate any stage of the University's grievance management process and may be accompanied by a Student Advocate or other support person (not acting as legal counsel or solicitor) at any stage of the process.

4.10 Executive Suspension

The Vice Chancellor or University Registrar may exercise an individual discretion to suspend ([Executive Suspension](#)) a student from enrolment and/or attendance at the University if the Vice Chancellor or University Registrar reasonably believes this is necessary to avert a substantial risk of injury to a person, damage to property, or serious disruption of a University activity.

The suspension continues until any proceedings instituted under the Fitness to Study Procedure are finalised, or the suspension is lifted by the Vice Chancellor or University Registrar once satisfied that the risk or circumstances that necessitated it have passed

4.11 Monitoring and Reporting

The University Registrar will monitor the incidence and outcomes of Fitness to Study Concerns submitted in accordance with this Procedure and provide an annual report of summary data to the Student Transition, Wellbeing and Safety Committee.

4.12 Record Keeping

Files and documents relating to Fitness to Study Concerns are retained and disposed of pursuant to University and statutory requirements. The University maintains confidentiality in the management of these matters in accordance with the [Privacy Policy](#).

5. DEFINITIONS, TERMS, ACRONYMS

AHPRA	The Australian Health Practitioner Regulation Agency, which plays a critical role in implementing the National Registration and Accreditation Scheme and administering the Health Practitioner Regulation National Law.
Bond Community	Includes students, alumni, staff, other workers, volunteers, official visitors, recognised individuals, honorary position holders, adjunct academics and support position holders, suppliers of academic placements or official suppliers of academic-related activity, and anyone else contractually bound to comply with this Procedure.
Central Student Support Services	For the purposes of this Policy, these services include Student Success & Wellbeing, Student Assist, Campus Life, Office of Integrity, and Academic Secretariat.
Executive Suspension	Provisional debarment of a student from enrolment and/or attendance at the University as determined by the Vice Chancellor or University Registrar. There is no avenue within the University for review or appeal of an executive suspension.
Faculty	Bond Business School, Faculty of Health Sciences & Medicine, Faculty of Law, and Faculty of Society & Design (each of which is headed by an Executive Dean).
Fit/Fitness to Study	<p>The student:</p> <ul style="list-style-type: none">▪ satisfies Bond's Inherent Requirements and those applicable to their program of study;▪ has psychological or functional needs that do not adversely impact members of the Bond Community, including other students, and may be managed through reasonable accommodations and adjustments;▪ demonstrates competent knowledge and performance relative to their current level of enrolment as set out in the program's subject learning outcomes; and▪ complies with the policies and procedures of the University.
Fitness to Study Concerns	One or more concerns that a student may be Unfit to Study .
Inherent Requirements	The University has inherent requirements for all programs which reflect the essential knowledge, skills and experience required for Bond students to successfully complete a program. Program-specific inherent requirements have also been developed for certain accredited programs. Refer to the University's Inherent Requirements webpage for more information.

Learning Access Plan	A document provided by the Bond University Accessibility & Inclusion Advisor that outlines the reasonable adjustments recommended for a student with an accommodation request at Bond University.
Leave of Absence	Permission to suspend a program once the student is part way through by not enrolling in a semester. Refer to the Enrolment Policy .
Notice of Redress	A document issued by the Executive Dean/Head of UAU (or delegate) to the relevant student outlining the Fitness to Study Concerns that have been raised and the steps the student is required to take with reference to their behaviour, performance, health, and/or compliance to address those concerns. A Notice of Redress must include an allocated time frame for remediation.
Remedial Action Directive	A directive to the student from the University Registrar to undertake specific remedial actions to be able to continue to study.
Required Leave	A period of enforced leave from the University (not exceeding 12 months) which is intended to provide a student with an appropriate break from study in response to Fitness to Study Concerns.
SASQ Team	The Faculty or UAU based team comprised, at a minimum, by the Associate Dean, Student Affairs & Service Quality, and the Student Affairs & Service Quality Manager (or by staff undertaking equivalent roles).
Unfit to Study	The student: <ul style="list-style-type: none"> ▪ fails to satisfy Bond's Inherent Requirements or those applicable to their program of study, and/or poses a significant risk to their own or others' safety or wellbeing; ▪ has psychological or functional needs that require support beyond what the University can reasonably be expected to provide either directly or indirectly, and/or adversely impact members of the Bond Community, including other students; ▪ is unwilling to engage in remediation following Fitness to Study Concerns being raised by the University; ▪ fails to remedy Fitness to Study Concerns raised through a Notice of Redress; and/or ▪ has a health condition or disability that, notwithstanding the provision of reasonable accommodations and adjustments, may impact the student's capacity to study.
University Academic Unit (UAU)	Bond University College (headed by the Director) and Transformation CoLab (headed by the Deputy Provost Education).
Work Integrated Learning (WIL)	Encompasses internships, externships, work placements, workplace immersion, work experience, and similar learning activities.

6. RELATED DOCUMENTS

Fitness to Practice Policy

Fitness to Practice Procedure

[Support for Students Policy \(SS 5.8.2\)](#)

[Higher Degree by Research Support Policy \(RES 4.4.1\)](#)

[Accessibility and Inclusion Policy \(SS 5.8.6\)](#)

[Academic Progress Policy \(SS 5.4.5\)](#)

[Enrolment Policy \(SS 5.4.4\)](#)

[Student Code of Conduct Policy \(SS 5.2.1\)](#)

[Student General Misconduct Procedure](#)

[Student Grievance Management Policy \(SS 5.8.1\)](#)

[Student Review and Appeals Procedure](#)

[Privacy Policy \(INF 6.5.1\)](#)

[Bond University College Attendance Monitoring Procedure](#)

[Student Critical Incident Management Policy \(SS 5.8.1\)](#)

[Welfare Arrangements for Students Under the Age of 18 Policy \(SS 5.8.5\)](#)

[Welfare Arrangements for Students Under the Age of 18 Procedure](#)

[Higher Education Standards Framework \(Threshold Standards\) 2021](#) (Standards 1.1 Admission, 1.3 Orientation & Progression, and 2.3 Wellbeing & Safety)

7. MODIFICATION HISTORY

Date	Sections	Source	Details
17 June 2025		University Registrar (Endorsed by SAPC 20/5/25, Academic Committee 10/6/25 and &UMC Policy Subcommittee 17/6/25)	Date first approved

Flowchart for Dealing with Fitness to Study Concerns

